

CAIRS Reference Manual



Basic System Overview

February 2007

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Basic System Overview

Ways to Access CAIRS

CAIRS may be accessed through DOE's local area network (LAN) or through a secure Internet connection.

Connecting to CAIRS through the LAN

1. From the HSS home page, click the **HSS Reporting Systems** link on the right side of the page.
2. From the dropdown menu, click the **CAIRS** link. The CAIRS website will be displayed.
3. Scroll down and click the **CAIRS Database Access** link.

OR

Enter the following URL into your browsers address field:

<https://cairs.hss.doe.gov/cairs/cairs.asp>.

Connecting to CAIRS through the Internet

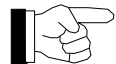
Once your Internet connection is established, you can then access CAIRS following the same procedure as described above.

Connecting to CAIRS via Modem

There are two toll-free phone numbers which provide dial-up access to CAIRS. If you are east of the Mississippi, call (800) 556-5415. If you are west of the Mississippi, call (800) 359-7863. When accessing the Internet through the toll-free 800 phone numbers, you will be required to provide a network access user-id and password. This will connect you to the modem pool. The user-id and password can be obtained from the Helpline at (800) 473-4375.

Once you are connected to the TIS network (your Internet connection is established), you can then access CAIRS by entering the URL: <https://cairs.tis.eh.doe.gov/cairs/cairs.asp>

NOTE

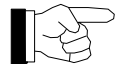


If you need further assistance with connecting and logging onto CAIRS, please direct your questions to the Helpline at (800) 473-4375 or send an e-mail message to cairssupport@hq.doe.gov.

Connection to CAIRS Established

After requesting access to the CAIRS home page, you will be presented with the **USERNAME AND PASSWORD REQUIRED** logon box (**Figure 1**). In the **USER NAME** edit box, you will enter your assigned CAIRS user-id. In the **PASSWORD** edit box, enter your CAIRS password.

NOTE



To obtain your CAIRS user-id and password, you can either send an e-mail to **cairssupport@hq.doe.gov** or, if you are unable to e-mail, you can request a user-id and password by calling the Helpline at (800) 473-4375.



Figure 1: **CONNECT TO CAIRS** logon box

Depending on your browser configuration, you may see a Security Information box, as shown in **Figure 2**, prior to loading the **CAIRS** home page. Click the **CONTINUE** button to clear the message box and access the **CAIRS** home page.

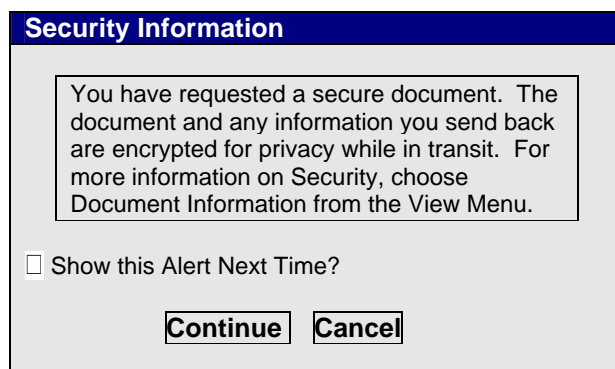



Figure 2: The SECURITY INFORMATION message box.

Because CAIRS contains sensitive information, the database resides on a secure server and all data transmittals to and from the server are encrypted to ensure privacy. Most browsers display icons that signify secure site access.

	Internet Explorer 4 through 6 and Netscape 4 through 7 display a closed padlock at the bottom right of the window. The padlock is unlocked on non-secure sites.
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The **CAIRS** home page is shown in **Figure 3**.

The

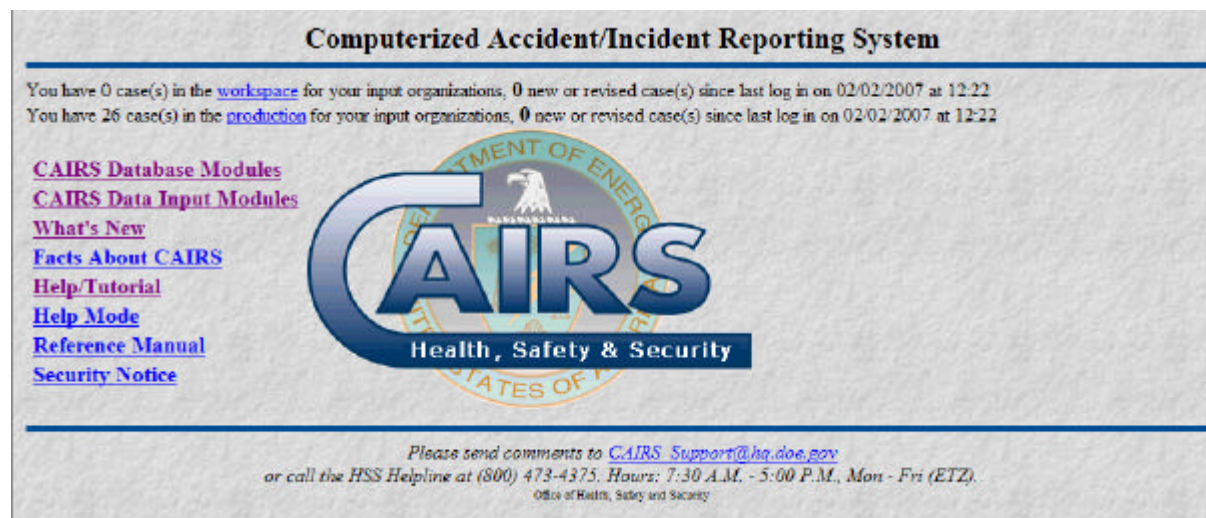


Figure 3: The **CAIRS** Home Page

From the home page, you can select from the following hyperlinks:

- **CAIRS Database Modules** - This hyperlink takes you to the **CAIRS DATABASE MODULES** page. From this page you can access the various CAIRS functions to perform searches of the CAIRS database and prepare logs and reports.
- **CAIRS Data Input Modules** - This hyperlink will only be visible if you are responsible for inputting data into the CAIRS database. Most users will not see this link. Input Modules will be covered under **DATA INPUT DOCUMENTATION AND TRAINING**, accessible to Data Input staff. This hyperlink takes you to the **CAIRS INPUT CENTER** page. From the **CAIRS INPUT CENTER** page, you can add a new CAIRS case, revise a production record, update organization information, and perform other data input-related tasks.
- **What's New** - This hyperlink takes you to the **CAIRS WHAT'S NEW** page. This page contains announcements of new features as they are added to CAIRS. In addition, this page will also include other announcements of interest to CAIRS users such as schedule training, scheduled system downtime, or changes in the CAIRS program like DOE Order changes.
- **Facts About CAIRS** - This hyperlink takes you to the **FACTS ABOUT CAIRS** page. This page provides information on the purpose of CAIRS, CAIRS data, and the various features that are available from CAIRS.
- **Help/Tutorial** - This hyperlink takes you to the **TABLE OF CONTENTS** page for the CAIRS help files and other on-line help resources. From this page, you can access reference materials, instructional resources, context sensitive help, and troubleshooting information. The help feature is discussed in detail in this section of the manual under the subheading, *Obtaining Help When Using the Enhanced CAIRS*.
- **Reference Manual** - This link takes you to the **CAIRS REFERENCE MANUAL** page which contains links to an on-line version of this manual. WordPerfect and PDF versions of this document are available.
- **Security Notice** - This hyperlink takes you to the **CAIRS Security Notice** to ensure CAIRS users are aware of the DOE security policy.

The CAIRS Database Modules

When you click on the [CAIRS Database Modules](#) hyperlink from the **CAIRS** home page, you are taken to the **CAIRS DATABASE MODULES** page, as shown in **Figure 4**.

Figure 4: The **CAIRS DATABASE MODULES** page

From this page you can select the following hyperlinks.

- **Logs** - This hyperlink takes you to the **CAIRS LOGS** page. From this page you can easily prepare simple listings of accidents for your own or other organizations. The logs options are discussed in detail in the *Accessing Standard Reports and Logs* section of this manual.
- **Basic Reports** - This hyperlink takes you to the **CAIRS BASIC REPORTS** page. From this page you can create more complex reports of accident experience and baseline information. The basic reports options are discussed in detail in the *Creating Basic Reports* section of this manual.
- **Standard Reports** - This hyperlink takes you to the **CAIRS STANDARD REPORTS** page. This page provides easy access to the standard, preformatted reports. The standard report options are discussed in detail in the *Accessing Standard Reports and Logs* section of this manual.
- **Search and Distribution** - This hyperlink takes you to the **CAIRS SEARCH AND DISTRIBUTION** page. From this page, you can perform detailed searches of the CAIRS data and display the results in user-defined reports. The Search and Distribution options are discussed in detail in the *Performing Searches and Creating Ad Hoc Reports* section of this manual.
- **User Tools** - This link takes you to the **CAIRS USER TOOLS** page where you can change your password or update any of your personal user information (e.g., your name, phone number, e-mail address, etc.). The user tools are discussed in detail in this section of the manual (see *User Tools*).
- **Help** - This hyperlink takes you to the **TABLE OF CONTENTS** page for the CAIRS help files and other on-line resources. From this page, you can access reference materials, instructional resources, context sensitive help, and troubleshooting information. The help feature is discussed in detail in this section of the manual under the subheading, *Obtaining Help When Using the Enhanced CAIRS*.

Obtaining Help When Using CAIRS

The enhanced CAIRS includes an extensive on-line help system. From the on-line help system, you can obtain help on using the various CAIRS features or on using web browsers, as well as acquire a large amount of information from various reference sources.

Accessing On-line Help from the CAIRS Application

CAIRS on-line help is available to you via: 1) **Help** hyperlinks located on the CAIRS home page and at the bottom of most CAIRS pages, and 2) context-sensitive help hyperlinks located throughout the CAIRS pages (see **Figure 5**).

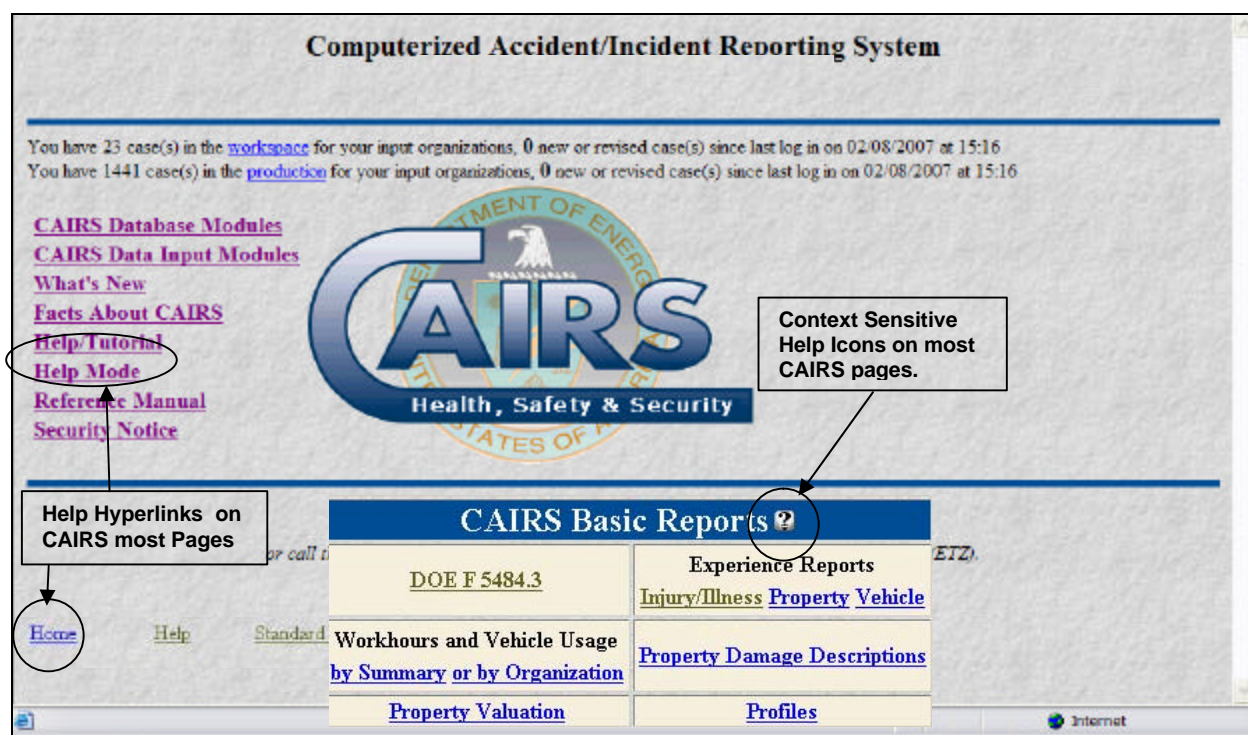


Figure 5: Various locations to access the **CAIRS ONLINE HELP** utility

Entering and exiting from the Help system is discussed in more detail later in the ***Returning to the CAIRS Application from On-line Help*** section.



It is important to understand this because you could potentially lose any search criteria you may have created before accessing on-line help if you don't return to CAIRS correctly.

Using Help Hyperlinks

The **Help** hyperlinks located on the **CAIRS** home page and at the bottom of most CAIRS pages take you directly to the **CAIRS HELP TABLE OF CONTENTS** page (**Figures 6 and 7**). From this page, you can quickly locate a particular topic that may be of interest to you.

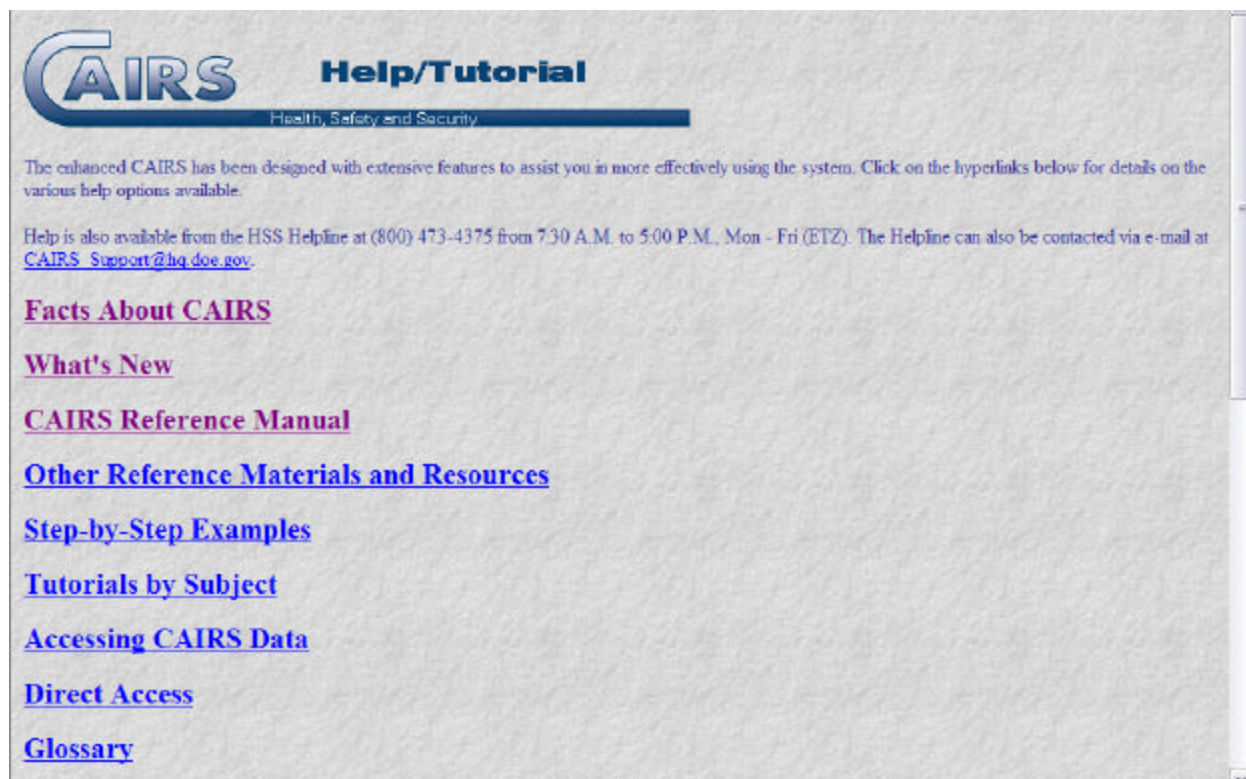


Figure 6: The **CAIRS HELP TABLE OF CONTENTS** page, part 1.

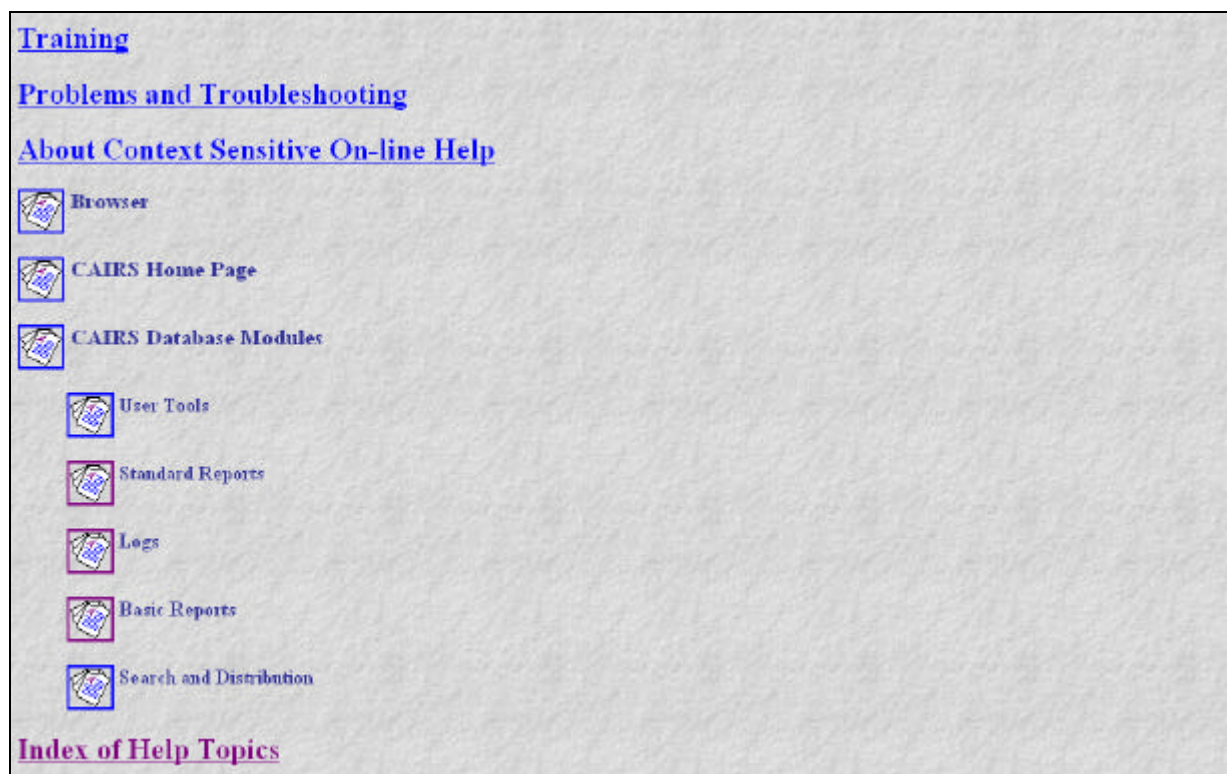



Figure 7: The **CAIRS HELP TABLE OF CONTENTS** page, continued.

You can select the **page icon**  next to the on-line help topic of your choice. You can also select the appropriate underlined hyperlink to access other types of information (i.e., **Frequently Asked Questions**, **Reference Materials**, **Problems and Troubleshooting**, etc.). You can also select a topic from the detailed Index of help topics that is provided.

If you access a help topic from the **CAIRS HELP TABLE OF CONTENTS**, you will jump directly to that topic. At the bottom of each help topic page is a button, which, when clicked, will return you to the **CAIRS HELP TABLE OF CONTENTS** page. Direct access to the **CAIRS HELP INDEX** is also provided at the bottom of each topic page (see **Figure 8**).

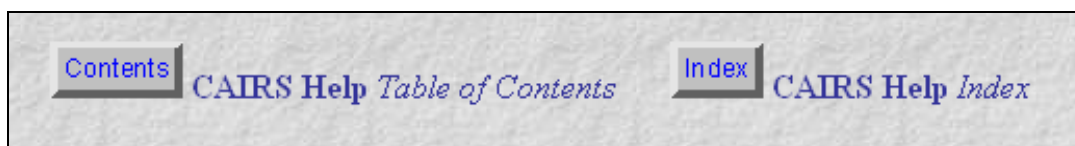


Figure 8: The CAIRS HELP TABLE OF CONTENTS AND CAIRS HELP INDEX buttons found at the bottom of a BROWSER HELP page.

On some of the help pages, topics are separated by a dividing line and an icon with an up arrow, which, when clicked, takes you to the top of the current help page (**Figure 9**).

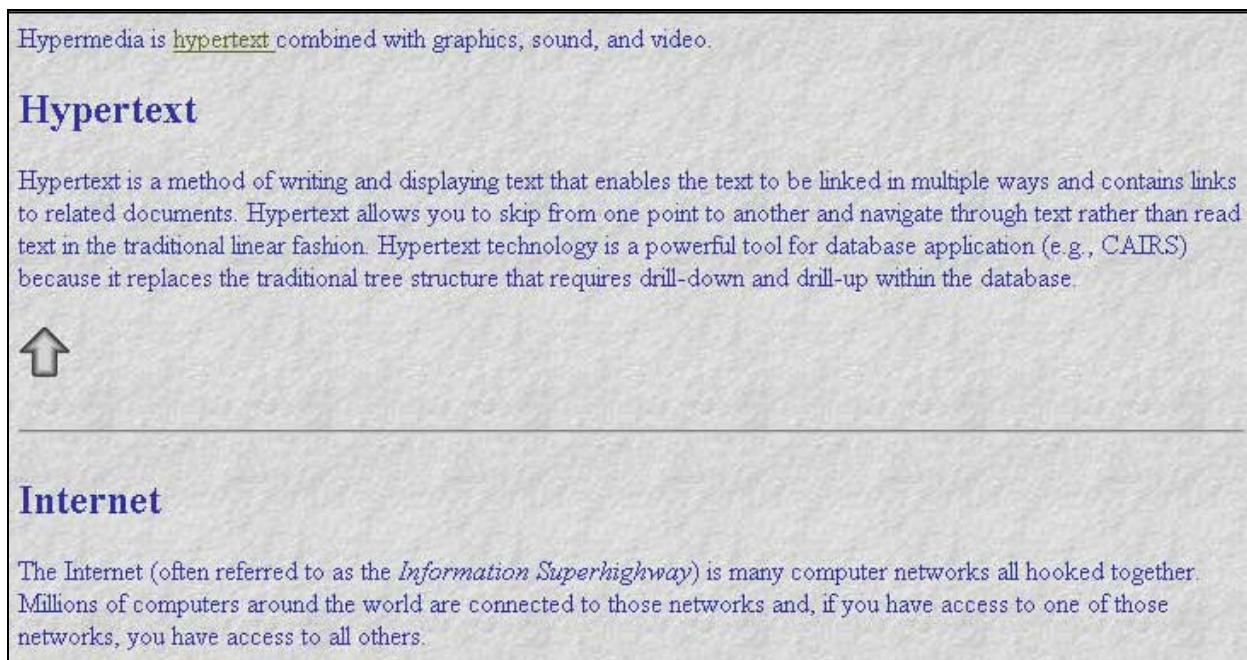
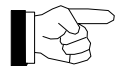


Figure 9: A help page showing a DIVIDER and a TOP OF PAGE ICON

In addition, on some of the help pages, you will see alphabetical hyperlinks across the top of the page as shown in **Figure 10**. These links will take you to help topics beginning with the selected letter.

NOTE





Only the buttons, arrows, and letters with underlines are active hyperlinks; if there is not an underline under the letter, then it is not an active hyperlink.




Figure 10: A HELP page displaying alphabetical hyperlinks

NOTE Normally, selecting the **Help** hyperlink takes you to the help files using the current browser window. However, if desired, you can open the on-line helps into a new browser window by right-clicking on the hyperlink to open the Quick Menu. From the Quick Menu, select **Open in New Window**.

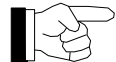
Using Context-Sensitive Help

As mentioned earlier, the CAIRS on-line help files are also hyperlinked (via the question mark icon ) directly to the CAIRS graphical user interface. The question mark icon  appears at various locations within the CAIRS application. It signifies that context-sensitive help is available for the topic located next to it.

For example, on the **CAIRS BASIC REPORTS** page, this icon appears at the top of the selection box. If you click on the icon, a help page will appear explaining the selection box and offering additional hyperlinks to other help.

Clicking on the question mark icon  opens a new (or separate) browser window. This feature allows you to resize the "help" browser window and continue to reference the on-line helps while you are working in CAIRS, or to switch back and forth between the CAIRS window and the help window. After viewing the help information, you can close the window to maximize the use of computer resources.

NOTE Context sensitive help *is always opened into a new browser window*.



Returning from Help Hyperlinks

Help panels always open in a new browser window. To exit from any help page, close help browser window by clicking the [x] icon at the top right of the help screen.



You may have to click the **BACK** button several times before finally reaching your originating page.

To navigate from one help panel to another, first click directly on the originating CAIRS page to activate it. Then from **VIEW** menu as illustrated in **Figure 11**, click **GO TO**. You will see a summary of the last several pages you have jumped to during the current browser session. This list provides a direct way to quickly jump to one of the pages again (instead of pressing the **BACK** button for each item on the list).

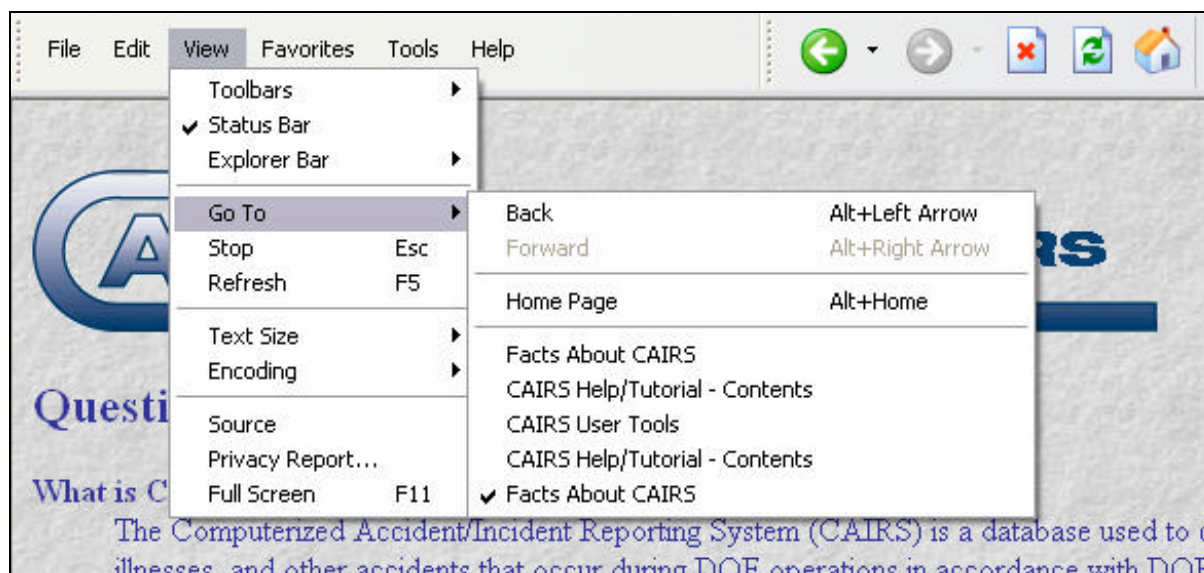


Figure 11: The **VIEW, GO TO** menu demonstrating quick return to CAIRS

For example, let's say that you are on the **CAIRS SEARCH SELECTIONS** page and are ready to select new search criteria. At that point, you realize you need to request help for clarification on using Boolean operators, so you click on the **Help** hyperlink at the bottom of the page which takes you to the **HELP TABLE OF CONTENTS** page. From the Help Index at the top of the **HELP TABLE OF CONTENTS** page, click on the **B** hyperlink to take you to the help topics beginning with the letter, B. Selecting the **Boolean Operators** link takes you to the help page on Logical Operators. From there, you may click on the **Date/Time Fields** hyperlink to obtain help on formatting Accident Dates.

Using this example, as you can see in **Figure 11**, to return to the **CAIRS HOME** page from which you originated, you can click the **BACK** button once for each help page you accessed (in this case, four times). Or, you can click your mouse directly on the **Home Page** choice from the history list that displays from the browser's **VIEW** pull-down menu.

From your originating page, you can continue where you left off before accessing help without losing any search criteria you may have created.

There may be times that you have visited more than the 5, 10, or 15 pages that your browser's **VIEW** menu history list will hold and you need to see a more detailed history. If so, choose the **HISTORY** tool from the Internet Explorer browser (Version 4 or later) to obtain the comprehensive history list.

The **HISTORY** dialog box (shown in **Figure 12**) provides a comprehensive roadmap of your travels for the current browser session. It not only displays the page name, but also lists the URL address for the page. Click a page to jump directly to it.

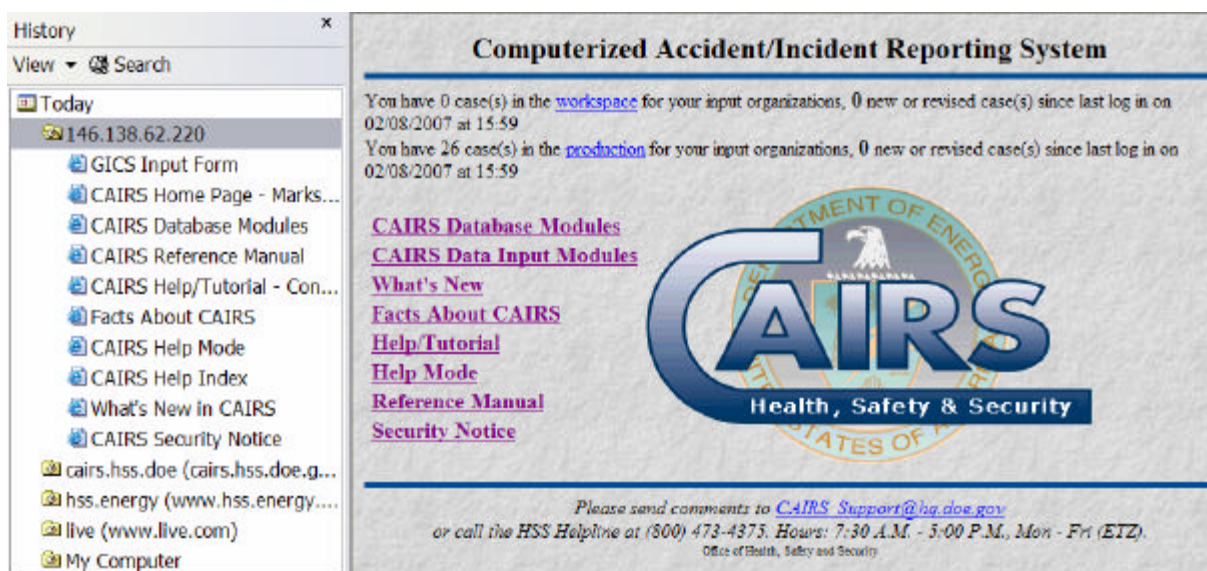


Figure 12: The **HISTORY** dialog box with a comprehensive list of pages accessed.

Returning from Context Sensitive Help (or Separate Help Window)


Close the help window by selecting **Close** from the **FILE** menu and the original CAIRS window will be displayed. Alternately, you can leave the window active for future reference and switch back to the application by selecting the CAIRS application window by clicking on it to activate it.




TUTORIAL

Using Hyperlinks:

Accessing CAIRS On-line Help from the CAIRS Application

1. From the **CAIRS** home page or from the bottom of other CAIRS pages, click the **Help** hyperlink to jump to the **CAIRS HELP TABLE OF CONTENTS** page.
2. From the table of contents list, select the page icon  next to the on-line help topic of your choice, or select the appropriate underlined hyperlink, or select a help topic from the help index. (Continue to link to additional help hyperlinks, if needed.)
3. Return to the CAIRS application in the appropriate manner.

Using Context-Sensitive Help Icons:

1. From any page within the CAIRS application containing the question mark  icon, click on that icon to obtain help on the topic located next to it. (Continue to link to additional help hyperlinks, if needed.)
2. Return to the CAIRS application in the appropriate manner.

REMINDER: To return to the **CAIRS HELP TABLE OF CONTENTS** page, click the **CAIRS HELP TABLE OF CONTENTS** button at the bottom of the help topic pages. To see a comprehensive index of help topics, click on the **CAIRS HELP INDEX** button at the bottom of the help topic pages.



TUTORIAL

Returning to the CAIRS Application from Online Help

Returning to the CAIRS page from which you initiated on-line help can be accomplished in one of three ways. The method you use will depend upon the method you used to enter the help files.

Returning to CAIRS after Using Help Hyperlinks:

- a. Click the **BACK** button on the browser's tool bar once for each help page accessed.

or

- b. Click on the browser's **VIEW** menu. From the pull-down history list, click on the originating page.

Returning to CAIRS after Using Context-Sensitive Help Icons:

- a. Close the new window by selecting **Close** from the **FILE** menu.

Alternately, you may minimize the Help window or switch back to the CAIRS application window, leaving the Help window available for future reference. Remember to close the window when you are through with it.

Exercise 1

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. From the **CAIRS HELP TABLE OF CONTENTS** page, access on-line help on **Problems and Troubleshooting**.

What is a possible solution if header information is not printing correctly on reports and logs?

2. Return to the **CAIRS** home page. Go to the **CAIRS DATABASE MODULES**, and access the **SEARCH AND DISTRIBUTION** page. Then access the **CAIRS SEARCH SELECTION** screen and obtain context-sensitive help on creating a search using the checkboxes.

What are the four basic types of data fields on which you can search in the **CAIRS** database?

3. Return to the **CAIRS** application.

Technical Support Helpline

HSS Helpline personnel are available to provide you with CAIRS registration and operations assistance. The telephone number for the helpline is (800) 473-4375. You can also request assistance through e-mail addressed to cairssupport@hq.doe.gov. The helpline is staffed from 8:00 a.m. to 5:00 p.m. (ETZ) Monday through Friday (except holidays).

CAIRS On-line Reference Manual

An on-line version of this manual is available from the **CAIRS HOME PAGE** by selecting the **Reference Manual** hyperlink or from the **CAIRS HELP TABLE OF CONTENTS** page by selecting the **CAIRS Reference Manual** hyperlink. Microsoft Word and PDF versions of the document are available.

The **CAIRS USER TOOLS** page (**Figure 13**) is accessed from the **CAIRS DATABASE MODULES** page by selecting the **User Tools** hyperlink. From this page you can access tools that allow you to change your CAIRS password and to maintain personal information such as your address and telephone number.



Figure 13: CAIRS USER TOOLS

Two hyperlinks are displayed on the CAIRS User Tools menu:

Change Password: This hyperlink goes to the **CHANGE YOUR PASSWORD** page where you can change the password you use to access CAIRS.

Change User Information: This hyperlink goes to the **CHANGE USER INFORMATION** page where you can change personal information such as your name, address, telephone number, etc.

Change Your Password: When you click on the **Change Password** hyperlink on the **CAIRS USER TOOLS** page, the screen shown in **Figure 14** is displayed.

The image shows a web form titled "Change Your Password ?" in a blue header bar. The form has a table with two columns: "User ID" and "RSS". The "User ID" column has three rows: "Old Password", "New Password", and "Confirm Password". The "RSS" column has three corresponding input fields. At the bottom of the form, there are two buttons: "Cancel" and "Apply".

User ID	RSS
Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>

Cancel Apply

Figure 14: The CAIRS CHANGE PASSWORD page.

The password that you were provided when you were first given access to the enhanced CAIRS should not be considered secure, and should be changed as soon as you first log on to CAIRS. There is no requirement with the enhanced CAIRS to change your password on a fixed interval, however, you should change your password if you think that it may have been compromised.

Your new password must be at least 8 characters in length and can consist of any combination of letters and/or numbers. Letters can be entered upper case or lower case, however, the password is case sensitive and must always be entered the same way unless you change your password again.

In order to change your password, you must first enter your current password in the **OLD PASSWORD** edit box. Next, enter the new password in the **NEW PASSWORD** edit box. Enter the new password again in the **CONFIRM PASSWORD** edit box and click the **APPLY** command button to process the change.

If your old password was entered correctly and the new password meets the requirements and was correctly confirmed, you will receive a message that your password changed successfully. If any problems exist, you will receive an error message indicating the nature of the problem. Use the **BACK** button to return to the **CHANGE YOUR PASSWORD** page, make the necessary corrections, and click the **APPLY** command button to process the change. Once you have successfully changed your password, you can continue working in CAIRS by selecting any of the hyperlinks at the bottom of the page.

Changing Your User Information

When you click on the [Change User Information](#) hyperlink on the **USER TOOLS** page, the screen shown in **Figure 15** is displayed.

Change User Information ?	
User ID	TCC
Organization	1504001
User Name	tc Chang
Phone	3019038655
Street	20300 Century Blvd.
P.O. Box	
City	Germantown
State	MD
Zip	20870
E-mail address	tachung.chang@eh.doe.gov

Figure 15: The **CHANGE USER INFORMATION** page

You are free to change information contained in any of the edit boxes or to add missing information. Please note that if you have changed organizations and need to have the organization number changed, you must contact the Helpline at (800) 473-4375.

To change your personal information, simply type the new information in the appropriate edit boxes and click on the **APPLY** command button to process the changes. You will receive a confirmation that your information has been changed. You can then use one of the hyperlinks at the bottom of the page to go to other areas within CAIRS.

CAIRS Operators

Most of the options discussed in the later sections of this CAIRS Reference Manual allow you to enter criteria to specify what data is to be used to generate your logs or reports. Individual items may be entered in edit boxes, or multiple items may be entered using operators. CAIRS supports four kinds of operators: logical, wildcard, range, and numeric. For your convenience, these operators are described in the on-line helps and in the following table.

Logical Operators - used in coded, date, and numeric fields.	
<i>and</i>	If two criteria are associated by an <i>and</i> , the items being searched must meet <u>both</u> criteria to qualify. This operator is often used to define which criteria to use in a search; for example, "01 <i>and</i> 08" would mean you want cases that were reported at a particular field office <u>and</u> were of a particular accident type. For some fields, like dates and locations, this operator does not apply since a single accident cannot be reported in two locations or on two dates simultaneously.
<i>or</i>	If two criteria are associated by an <i>or</i> , the items being searched may meet <u>either</u> criteria to qualify. For example, a date search may contain the criteria "1995 or 1996" to recover all items occurring in either year.
<i>not</i>	The not operator is associated with a single criteria. It indicates exclusion and means that the items being searched must not meet the criteria to qualify. For example, a date search may contain the criteria "between 1992 and 1997 and not 1995."
Wildcard Operators - used in narrative, coded, and date fields	
%	The wildcard operator stands for one or more characters in a search field and can represent any legal combination of letters or numbers. For example, sa% locates reports that contain any one of the following: "safety," "saline," "sat," "satisfy," "salient," etc.
_	Narrative fields support an additional wildcard operator, the "_" (underscore), that stands for exactly one occurrence of any legal character. For example, sa_ locates reports that contain any one of the following: "sag," "sap," "sat," "sax," etc.

Range Operator - used in coded and date/time fields	
<i>between</i>	This operator is used to specify a numerical range or a range of codes. Search terms combined with the <i>between</i> operator will return records that contain all of the search terms through the range X and Y, including X and Y. The form of the expression is <i>between X and Y</i> . NOT can be used to negate the range operator and will return records that do not contain the search terms.
Relational Operators - used in numeric fields	
<	Returns records with values less than the search term.
>	Returns records with values greater than the search term.
>=	Returns records with values greater than or equal to the search term.
<=	Returns records with values less than or equal to the search term.
=	Returns records with values equal to the search term.
<>	Returns records with values not equal to the search term.

Exercise Solutions

Exercise 1

1. From the **CAIRS HELP TABLE OF CONTENTS** page, access on-line help on **Problems and Troubleshooting**.

- a. On the **CAIRS** home page, click on the **Help/Tutorial** hyperlink.
- b. On the **CAIRS HELP TABLE OF CONTENTS** page, click on the **Problems and Troubleshooting** hyperlink.

What is a possible solution if header information is not printing correctly on reports and logs?

Refer to the entry on header printing problems. (Remember that if a page is long, you can use your browser Find feature to locate a specific word.)

2. Return to the **CAIRS** home page. Go to the **CAIRS SEARCH SELECTIONS** page and obtain context-sensitive help on creating a search using the search check boxes.
 - a. Click on the **BACK** button twice to return to the **CAIRS** home page, or open the **VIEW** menu and select **CAIRS Home**.
 - b. Click on the **CAIRS Database Modules** hyperlink.
 - c. Click on the **Search and Distribution** hyperlink.
 - d. Click on the **Create Search** hyperlink.
 - e. From the **CAIRS SEARCH SELECTIONS** page, click on the **question mark** icon in the title section at the top of the page.

What are the four basic types of data fields on which you can search in the CAIRS database?

Coded Fields Date/Time Fields
Narrative Fields Numeric Fields

Scroll down through the **CAIRS SEARCH AND DISTRIBUTION** help page until you find the section on creating a search selection.

3. Return to the **CAIRS** application.

Close the help window by selecting **Close** from the **FILE** menu.